



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section E:**

**Partnerships, Collaborative Provision, Flexible and  
Distributed Learning and Accreditation of Provision  
delivered at other Institutions**

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**SECTION E: PARTNERSHIPS,  
COLLABORATIVE PROVISION, FLEXIBLE AND  
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OF PROVISION DELIVERED AT OTHER  
INSTITUTIONS**

Joint awards with other degree-awarding institutions

Delivery of awards validated by other bodies

Academic quality and standards of awards validated by other bodies

**E.1 PARTNERSHIPS AND COLLABORATIVE  
PROVISION**

**PRINCIPLES**

Assurance of standards

Quality of the learning experience

Register of partnerships and collaborative provision

Partnerships

Collaborative provision

Serial arrangements

Strategic planning approval

Academic approval and periodic review

Institutional recognition and review

Validation and review

Access and equal opportunities

Public information

Conferment of award

Peer review

Trans-national education

Maintenance of academic standards and quality

Written agreements

Use of agents in partnerships and collaborative provision

Joint approval with professional and statutory regulatory bodies

Dual awards with other degree-awarding institutions

## **PARTNERSHIPS AND COLLABORATIVE PROVISION**

### **PRINCIPLES**

#### **Assurance of standards**

The University is responsible for the academic standard of all awards granted in its name.

#### **Quality of the learning experience**

The quality of the learning experience must be appropriate to the achievement of the learning outcomes for the award.

#### **Register of partnerships and collaborative provision**

The University shall make publicly available an up-to-date and authoritative record of its partnerships and collaborative provision.

#### **Serial arrangements**

The University will not permit serial arrangements, whereby a collaborating body uses a collaborative arrangement with the University as a basis for establishing collaborative provision of its own with other parties, but offering the University's awards, whereby the other party delivers the Scheme or Course.

#### **Partnerships**

The University may enter into partnerships with other bodies in the United Kingdom or overseas. Partnerships are agreements with other bodies whereby developmental activities may take place, students may be exchanged, or articulation arrangements may be considered.

#### **Collaborative provision**

Collaborative provision is educational provision leading to an award, or to specific credit toward an award, of the University delivered and/or supported and/or assessed through an agreement with a collaborating body. The University may collaborate with other bodies in the United Kingdom or overseas to offer Schemes or Courses or part of a Scheme or Course leading to an award of the University.

#### **Strategic planning approval**

At an early stage strategic planning approval for collaborative provision must be sought in accordance with University procedures.

#### **Academic approval and periodic review**

All Schemes or Courses are subject to academic approval and subsequent periodic review.

#### **Institutional recognition and review**

In order for a collaborating body to deliver academic provision of the University it must first be recognised by the University as an institution fit for this purpose. It is a requirement that all recognised institutions undergo subsequent institutional review.

#### **Validation and review**

The University requires that all collaborative provision by a recognised institution is subject to validation. It is a requirement that all validated Schemes or Courses undergo subsequent review of validation.

#### **Access and equal opportunities**

All validated Schemes and Courses will meet the same requirements for access and equal opportunities as for Schemes or Courses delivered solely by the University.

#### **Public information**

The University shall make appropriate information available to students on collaborative provision in accordance with external requirements.

#### **Conferment of award**

The University requires that all collaborative provision leading to an award of the University must satisfy the University's normal requirements for the conferment of an award.

#### **Peer review**

All proposals for the validation of Schemes or Courses will undergo a process of peer review including representation both internal and external to the University.

#### **Trans-national education**

The University may collaborate with other bodies outside of the United Kingdom to offer Schemes or Courses or part of a Scheme or Course leading to an award of the University. Trans-national education is educational provision leading to an award, or to specific credit toward an award, of the University delivered and/or supported and/or assessed through an agreement with an overseas collaborating body. There may be additional requirements for validation of delivery in certain countries.

**Maintenance of academic standards and quality**

To ensure academic standards and quality, all validated Schemes or Courses shall be subject to both annual and periodic review. To ensure academic standards, all proposed modifications to validated Schemes or Courses will be subject to approval in the same way as modification to Schemes or Courses delivered within the University.

**Written agreement**

There must be a written and legally binding agreement or contract setting out the rights and obligations of the parties and signed by the authorised representatives of the University and the partner or collaborating body or agent in respect of delivery, monitoring, review, enhancement and modification of the provision.

**Use of agents in partnerships and collaborative provision**

The University shall take all reasonable steps to satisfy itself that any agent used to broker or facilitate partnerships and collaborative provision will not have any conflict of interest with the University and its students, and that where appropriate, written legally binding agreements shall be in place.

**Joint approval with professional and statutory regulatory bodies**

The University will endeavour to reach agreements with professional and statutory regulatory bodies on procedures for approval, validation, monitoring and review to enable programmes of study to provide both an award of the University and a professional qualification.

**Dual awards with other degree-awarding institutions**

The University may approve and validate Schemes or Courses which lead to a dual award of the University and of another degree-awarding institution.

**Joint awards with other degree-awarding institutions**

The University may, together with another degree-awarding institution, approve and validate Schemes or Courses which lead to a joint award of the University and of that institution.

**Delivery of awards validated by other bodies**

The University may from time to time, deliver and assess awards that are designed and validated by an external body. Specific arrangements will be incorporated in written agreements between the University and the external body.

**Academic quality and standards of awards validated by other bodies**

The academic quality and standards of delivery of awards validated by other bodies will be in accordance with the quality assurance processes of that body.

## **REGULATIONS**

### **E1.1 Partnerships and collaborative provision: general provisions**

#### **E1.1.1 Assurance of standards**

The University is responsible for the academic standard of all awards granted in its name. These standards should meet any applicable external requirements.

#### **E1.1.2 Register of partnerships and collaborative provision**

The University shall make publicly available an up-to-date and authoritative record of its partnerships and collaborative provision.

#### **E1.1.3 Guidance documentation**

The University shall set out the requirements and processes in respect of partnerships and collaborative provision through a series of guidance documents available through the Registrar and Secretary's Office.

#### **E1.1.4 Due diligence**

Prior to entering into a partnership or collaborative provision with another body in the United Kingdom or overseas, the University will need to be assured of the following:

- the benefit to the University of the proposal
- the reputation and suitability of the proposed partner
- the financial standing of the proposed partner
- the legal status of the proposed partner
- the monitoring and review activities involved
- any implications the proposal may have on Schemes or Courses that are accredited, approved or recognised by professional and statutory regulatory bodies
- future opportunities the proposal may present

#### **E1.1.5 Written agreements**

The University shall publish a set of agreement templates relating to the types of partnership and collaborative provision as set out in the guidance documents. All such written agreements must adhere to these templates unless variation has been expressly authorised by the Registrar and Secretary.

#### **E1.1.6 Serial arrangements**

The University will not permit serial arrangements, whereby a collaborating body uses a collaborative arrangement with the University as a basis for establishing collaborative provision of its own with other parties, but offering the University's awards, whereby the other party delivers the Scheme or Course. [see also Regulation E.1. 1.7]

#### **E1.1.7 Off-site delivery by a collaborating body**

The University may in some circumstances allow a collaborating body to deliver a validated programme of study at a location other than the collaborating body's own premises. The process for this shall be detailed within University guidance.

### **E1.2 Partnerships: general provisions**

#### **E1.2.1 Partnerships: definition**

The University may enter into partnerships with other bodies in the United Kingdom or overseas. Partnerships are agreements with other bodies whereby, for example, developmental activities may take place, students may be exchanged, or articulation arrangements may be considered. Further definitions in respect of partnerships shall be as set out in guidance documentation.

#### **E1.2.2 Initial agreement**

An appropriate initial agreement may be entered into with the body concerned and signed by the appropriate University signatory whereby development may proceed to collaborative provision and/or another type of partnership as defined by University guidance.

#### **E1.2.3 Content of initial agreement**

The content of such of an initial agreement above shall be determined by University guidance.

#### **E1.2.4 Review of partnerships**

The operation of all partnerships and currency of agreements entered into in respect of those partnerships will be subject to review within a maximum period of five years in line with University guidance.

### **E1.3 Collaborative provision: general provisions**

#### **E1.3.1 Collaborative provision: definition**

The University may collaborate with other bodies in the United Kingdom or overseas to offer Schemes or Courses or part of a Scheme or Course leading to an award of the University. Collaboration provision is educational provision leading to an award, or to specific credit toward an award, of the University delivered and/or supported and/or assessed through an agreement with a collaborating body. Such provision may be entered into whereby students enrol with either the University or the collaborating body. Further definitions in respect of collaborative provision shall be as set out in guidance documentation.

#### **E1.3.2 Form of collaborative provision**

The form of the collaborative provision shall be established through discussions with the collaborating body and will be informed by University guidance.

#### **E1.3.3 Initial institutional approval**

All proposals for collaborative provision shall be subject to initial institutional approval by the University. The processes to be undertaken to achieve this are as set out in University guidance.

#### **E1.3.4 Initial agreement**

When formal approval for the development of collaborative provision is granted an appropriate initial agreement may be entered into with the body concerned.

[see section E1.2]

#### **E1.3.5 Strategic planning approval**

At an early stage strategic planning approval for collaborative provision must be sought in accordance with University procedures.

#### **E1.3.6 Institutional recognition**

In order for a collaborating body to deliver academic provision of the University it must first be recognised by the University as an institution fit for this purpose.

#### **E1.3.7 Assessment**

The University requires that all collaborative provision leading to an award of the University is subject to arrangements for assessment in accordance with the University regulations, whether or not this provision

might also lead to an award of a collaborating body.

#### **E1.3.8 Public information**

The University and the collaborating body shall make appropriate information on collaborative provision available to students and the wider public in accordance with external requirements and as set out in the written agreement. The University shall be responsible for all public information in respect of the collaborative provision with any such information being compliant with applicable local regulations.

#### **E1.3.9 External examiners and advisers**

The arrangements in respect of external examiners and advisers for collaborative provision shall comply with the University's requirements as set out in Section C. The University shall retain responsibility for the appointment and functions of external examiners and advisers for all collaborative provision. The University shall offer the same level of support and developmental opportunities to external examiners and advisers on collaborative provision as for awards offered within the University.

#### **E1.3.10 Professional and statutory regulatory bodies**

The University shall notify any professional and statutory regulatory body, which has accredited, approved or recognised a Scheme or Course, that it will be offered as collaborative provision. Prospective students shall also be notified of the status of the Scheme or Course in relation to the professional and statutory regulatory body.

#### **E1.3.11 Conferment of award**

The University requires that all collaborative provision leading to an award of the University must satisfy the University's normal requirements for the conferment of an award, whether or not this provision might also lead to another award.

#### **E1.3.12 Certificate of award**

The University has sole authority to produce certificates of award and associated transcripts for programmes of study delivered through collaborative provision. The certificate of award will not normally vary in format or content from any other award of the University, subject to any overriding statutory or legal requirements or constraints

in any relevant jurisdiction. In the case of collaborative provision involving students enrolled by the collaborating body, the certificate of award may contain the seal of that body in addition to that of the University.

#### **E1.3.13 Contractual and financial arrangements**

Contractual and financial arrangements for any collaborative provision shall be discussed at faculty level, the content of which shall be determined and agreed by the Registrar and Secretary in line with current University guidance. These shall form part of the written agreement.

#### **E1.3.14 Schemes or courses offered in a language other than English**

Where a Scheme or Course is to be delivered and assessed either partly or wholly in a language other than English, the University will ensure that appropriate measures are in place to assure the academic standards and quality of the provision.

#### **E1.3.15 Use of agents in collaborative provision: conflict of interest**

The University will take all reasonable steps to satisfy itself that the interests of any agent used to broker or facilitate collaborative provision will not conflict with:

- those of the University;
- those of the students recruited to join the programmes of study provided under the collaborative provision.

#### **E1.3.16 Use of agents in collaborative provision: conflict of interest: due diligence**

Prior to entering into an agreement with an agent used to broker or facilitate collaborative provision, the University will investigate fully the following:

- the reputation and suitability of the proposed agent
- the financial standing of the proposed agent
- the experience and understanding of UK higher education of the proposed agent.

#### **E1.3.17 Legal agreements with agents**

The University requires that any agreement or contract with an agent used to broker or facilitate collaborative provision will be in writing and legally binding. Agreements will specify the following:

- the role, responsibilities and delegated power (if any) of the agent
- provisions for monitoring, arbitration and termination
- financial arrangements
- the legal jurisdiction under which any disputes would be resolved
- arrangements for review and possible renewal of the agreement

Further specification of contractual requirements will be informed by University guidance.

#### **E1.4 Institutional recognition and review of recognition**

##### **E1.4.1 Institutional recognition: definition**

Before any Scheme or Course can be validated for delivery, the collaborating body must be recognised by the University. Institutional recognition is the institution-to-institution process whereby the University assures itself of an external body's suitability to be a collaborating partner.

##### **E1.4.2 Institutional recognition process**

The process of recognition or review of recognition (institutional review) will be appropriate to the form of collaborative provision proposed and will be informed by University guidance. The requirements for institutional recognition and institutional review apply to collaborative provision delivered both in the UK and overseas.

##### **E1.4.3 Conduct**

The University is responsible for the conduct of the recognition and review process.

##### **E1.4.4 Institutions routinely recognised**

The University will recognise the following institutions as a matter of routine:

- those institutions within the UK with their own taught or research degree-awarding powers
- those institutions within the UK with their own foundation degree awarding powers providing that the proposed collaborative provision is not above foundation degree level
- those institutions overseas which have met requirements established by the University in respect of the specific country. Such requirements will be

determined by the University Academic Board

#### **E1.4.5 Requirements for recognised status**

To recognise any other body or for a recognised institution to retain its status as a recognised institution, the University will need to be assured of the following:

##### **(A) Legal impediment**

That there is or continues to be no legal impediment to the institution delivering University Schemes or Courses.

##### **(B) Financial viability**

That the institution has or has maintained good standing and is financially stable. Evidence should be sought on the longer term financial viability of the institution.

##### **(C) Institutional mission**

That the philosophy, mission and aims of the institution are or remain acceptable to and compatible with those of the University.

##### **(D) Legal requirements**

That the institution meets or continues to meet its legal requirements, specifically in relation to matters affecting students such as health and safety, data protection, equal opportunities and non-discrimination.

##### **(E) Learning and teaching resources**

That the institution has or continues to have an infrastructure and learning resources adequate to ensure that the academic standards of the University's provision and the quality of the student learning experience are maintained and enhanced.

##### **(F) Written agreement**

That appropriate written agreements will be in place which specify clearly the mutual arrangements agreed by the recognition and validation processes.

#### **E1.4.6 Designation as recognised institution**

Once the University, via the institutional recognition process set out in University guidance, is satisfied that the requirements above are met, then the body may be formally designated a recognised institution of the University.

#### **E1.4.7 Duration of period of recognition**

The period of recognition will usually be aligned to the University's academic cycle. A recognised institution will be subject to review of

recognition within a period of 5 years of commencement of that period.

#### **E1.4.8 Requirement for institutional review**

All recognised institutions are subject to periodic review of their recognised status within a period of 5 years of commencement of that status.

#### **E1.4.9 Purpose of institutional review**

The purpose of reviewing the recognised status of the institution is to assure the University that this status remains valid and reliable. In addition, this may be used as an opportunity to review the balance of responsibilities between the University and the recognised institution.

#### **E1.4.10 Revocation of period of recognition**

The University may at its own discretion revoke or shorten the agreed period of recognition in the event of the following:

- The recognised institution ceases to deliver validated collaborative provision before the end of the agreed period of recognition.
- The written agreement under which collaborative provision is delivered is terminated before the end of the agreed period of recognition.

In all such cases the Registrar and Secretary shall inform the collaborating body of the revocation of this status.

#### **E1.5 Validation and review of validation of delivery of collaborative provision**

##### **E1.5.1 Validation: definition**

Validation is the process by which the University is assured that the quality of delivery of University Schemes and Courses offered in whole or in part by a recognised institution is equivalent to that of comparable Schemes and Courses delivered solely by the University. A validated Scheme or Course may be designed and/or delivered by a recognised institution alone or jointly with the University.

##### **E1.5.2 Approval**

Any proposal for delivery of Schemes or Courses by a recognised institution is subject to:

- due diligence
- strategic planning approval
- academic approval and periodic review
- validation and review of validation

### **E1.5.3 Process**

The validation and review of validation processes will be informed by University guidance.

### **E1.5.4 Conduct**

The Faculty is responsible for the conduct of the validation and review process. All such events shall adhere to the University's requirements in respect of notification of planned approvals, as set out in Section B.

### **E1.5.5 Pre-requisites for validation and review**

To validate or re-validate the delivery of a Scheme or Course, the University will need to be assured of the following:

#### **(A) Recognised institution**

That the body in which the Scheme or Course or part thereof will be delivered has been and remains designated a recognised institution in accordance with University regulations.

#### **(B) Strategic planning approval**

That the proposal for the validation has successfully undergone the University's strategic planning approval processes in accordance with University regulations and remains in strategic planning approval.

#### **(C) Academic approval**

That the academic standards and quality of the Scheme or Course have been assured previously through a proper process of academic approval (or periodic review) in accordance with the University regulations. Where any variance to the Scheme or Course is proposed, this must be subject to the processes in respect of modifications to Schemes or Courses in approval.

### **E1.5.6 Requirements for validated status**

To validate or re-validate a Scheme or Course for delivery by a recognised institution, the University will need to be assured of the following:

#### **(A) Quality of the learning experience**

That the body is able to and continues to provide a learning experience equivalent to that of comparable Schemes and Courses delivered solely by the University. This must include consideration as to whether the staffing body is appropriately qualified and able to deliver the Scheme or Course to the standard of the award.

#### **(B) Quality assurance**

That appropriate arrangements are and remain in place to enable quality assurance, control and enhancement mechanisms to be effective.

#### **(C) Written agreement**

That appropriate written agreements will be in place which specify clearly the mutual arrangements agreed by the recognition and validation processes.

#### **(D) Provisions for the admission of students**

That the arrangements for the admission of students onto collaborative provision are subject to the provisions of Section B.

#### **(E) Trans-national education**

In the case of trans-national education that where approval of an overseas government is required, this is obtained or remains in place prior to registration of the students and delivery of the Scheme or Course.

Once the University, via the validation process set out in University guidance, is satisfied that the above requirements have been met, the Scheme or Course may be validated.

### **E1.5.7 Duration of period of validation**

The period of validation will usually be aligned to the University's academic cycle. A validated Scheme or Course will be subject to review of validation within a period of 5 years of commencement of that period.

### **E1.5.8 Requirement for review of validation**

All validated Schemes and Courses are subject to periodic review of their validated status within a period of 5 years of commencement of that status.

### **E1.5.9 Purpose of review of validation**

The purpose of reviewing the validated status of the Scheme or Course is to assure the University that the academic standards and quality of the Scheme and Course offered by a recognised institution remains equivalent to those of comparable Schemes and Courses delivered solely by the University and that the collaborating body has met and continues to meet its obligations as set out in the written agreement.

### **E1.5.10 Revocation of period of validation**

The University may at its own discretion revoke or shorten the agreed period of validation in the event of the following:

- The recognised status of the recognised institution is revoked in accordance with section E1.4.10.
- The recognised institution ceases to deliver validated collaborative provision before the end of the agreed period of validation.
- The written agreement under which validated collaborative provision is delivered is terminated before the end of the agreed period of validation.

In all such cases the Registrar and Secretary shall inform the collaborating body of the revocation of this status.

## **E1.6 Monitoring, review, enhancement and modification of validated Schemes and Courses**

### **E1.6.1 Requirement for monitoring and review**

All validated Schemes and Courses are subject to monitoring and review activity in accordance with University regulations.

### **E1.6.2 Annual report**

All recognised institutions offering validated Schemes and Courses will report annually to the University on the conduct of each of the Schemes and Courses during the previous year. These reports feed into the annual monitoring and review cycle for each course.

### **E1.6.3 Outcomes**

The outcomes of all monitoring, review and enhancement activity will be considered by the University's deliberative structure as appropriate.

The outcomes of all monitoring, review and enhancement activity will inform the processes of review of recognition and review of validation.

### **E1.6.4 Purpose**

All monitoring, review and enhancement activity regarding validated Schemes and Courses will ensure that their academic standards and quality are equivalent to those of comparable Schemes and Courses delivered solely by the University.

## **E1.7 Off-site delivery**

### **E1.7.1 Off-site delivery: definition**

Off-site delivery is where a Scheme or Course, or part of a Scheme or Course, is taught in a location other than the main campuses of the University, by University staff. It may involve the hiring of space and the use of other non-University physical resources. In some circumstances staff from another body may be directly employed by the University.

### **E1.7.2 Coverage**

Off-site delivery refers only to arrangements involving delivery of University Schemes and Courses in the United Kingdom. Delivery extending to locations beyond the UK is covered by the regulations for Trans-national education. [see section E1.8]

### **E1.7.3 Approval**

Any proposal for off-site delivery of Schemes or Courses is subject to:

- due diligence
- strategic planning approval
- academic approval and periodic review
- operational approval and review

### **E1.7.4 Process**

The process for operational approval of off-site delivery will be informed by University guidance.

### **E1.7.5 Conduct**

The Faculty proposing the off-site delivery provision is responsible for the conduct of the process for operational approval and review of operational approval of off-site delivery.

### **E1.7.6 Pre-requisites for off-site delivery**

To deliver of a Scheme or Course off-site, the University will need to be assured of the following:

#### **(A) Venue visit**

That a visit to the proposed premises for delivery has taken place and that the location has been deemed to be satisfactory for this use in accordance with University regulations. A venue visit report shall form part of the due diligence process.

#### **(B) Strategic planning approval**

That the proposal for the off-site delivery has successfully undergone the University's strategic planning approval processes in accordance with University regulations and remains in strategic planning approval.

(C) Academic approval

That the academic standards and quality of the Scheme or Course have been assured previously through a proper process of academic approval (or periodic review) in accordance with the University regulations. Where any variance to the Scheme or Course is proposed, this must be subject to the processes in respect of modifications to Schemes or Courses in approval.

**E1.7.7 Operational approval and review of operational approval of off-site delivery**

The operational approval of a proposal for off-site delivery will ascertain the following:

(A) Quality of the learning experience

The Faculty will ensure through a venue visit that the proposed location for delivery and access to the facilities and resources required for successful completion of the Scheme or Course are and remain to be satisfactory in relation to the quality of the learning experience.

(B) Quality assurance

That appropriate arrangements are and remain in place to enable quality assurance, control and enhancement mechanisms to be effective.

(C) That the staffing body is appropriately qualified and able to deliver the required level of support to students who are studying remotely from the main campuses of the University and that the level of support required is appropriate to the achievement of the learning outcomes for the award.

(D) Written agreement

That appropriate written agreements will be in place which specify clearly the mutual arrangements agreed in respect of the use of the facilities and resources of the collaborating body.

**E1.7.8 Duration of operational approval of off-site delivery**

The period of operational approval of off-site delivery will usually be aligned to the University's academic cycle. Approved collaborative provision for off-site delivery will be subject to review of that operational approval within a period of 5 years of commencement of that period.

**E1.7.9 Requirement for review of operational approval of off-site delivery**

Off-site delivery of all approved Schemes and Courses is subject to periodic review of its operational approval within a period of 5 years of commencement of that status.

**E1.7.10 Purpose of review of operational approval of off-site delivery**

The purpose of reviewing the operational approval of off-site delivery of the Scheme or Course is to assure the University that the provisions set out in Section E1.7.7 remain valid and effective. It is expected that the review will include a visit to the premises on which the Scheme or Course has been delivered and subsequent venue visit report.

**E1.8 Trans-national education**

**E1.8.1 Trans-national education: definition**

Trans-national education is educational provision leading to an award, or to specific credit toward an award, of the University delivered and/or supported and/or assessed through an agreement with an overseas collaborating body. Further definitions in respect of trans-national education shall be as set out in guidance documentation.

**E1.8.2 Approval**

Any proposal for trans-national education is subject to:

- due diligence
- strategic planning approval
- academic approval and periodic review
- operational approval and review (for premises-only delivery)
- institutional recognition and review of recognition (for joint delivery and partner-only delivery)
- validation and review of validation (for joint delivery and partner-only delivery)

**E1.8.3 Process**

The University's processes for establishing and maintaining trans-national education collaborative provision will be informed by University guidance. These processes will ensure that:

- the reputation of the University is upheld
- the resources of the University are applied effectively
- the academic quality and standards of the University are maintained

- the quality of the student experience is maximised
- the experience and expectations of students studying overseas, in addition to the cultural norms of that location, are taken into account.

#### **E1.8.4 Conduct**

The University is responsible for the conduct of the institutional recognition process. The Faculty is responsible for the conduct of the processes for validation and review and for operational approval and review of operational approval of premises-only delivery.

### **E1.9 Dual and joint awards with other degree-awarding institutions**

#### **E1.9.1 Dual awards: definition**

A dual award describes collaborative arrangements under which two or more awarding institutions together provide programmes leading to separate awards being granted by both, or all of them.

#### **E1.8.2 Joint awards: definition**

Joint award describes collaborative arrangements under which two or more awarding institutions together provide programmes leading to a single award made jointly by both, or all, participants.

#### **E1.9.3 Range of provision**

These regulations apply to the following categories of provision:

(A) Joint validation with professional and statutory regulatory bodies

The University endeavours to reach agreements with professional and statutory regulatory bodies on procedures for approval, validation, monitoring and review which apply to Schemes or Courses that lead to both:

- an academic award
- a professional qualification.

(B) Dual awards with other degree-awarding institutions

The University may approve and validate part or all of combined Schemes or Courses that lead to a dual award of the University and of another degree-awarding institution.

(C) Joint awards with other degree-awarding institutions

The University may jointly approve and validate Schemes or Courses with other

degree-awarding institutions that lead to a joint award of the University and of another degree-awarding institution.

#### **E1.9.4 Purpose of such partnerships**

The major objectives of such partnerships are:

- to establish procedures for joint and dual approval, validation, monitoring and review where this is appropriate
- to enhance the quality of the student learning experience
- to minimise duplication of effort as far as possible

#### **E1.9.5 Approval**

Any proposal for a dual or joint award is subject to:

- due diligence
- strategic planning approval
- academic approval and periodic review
- operational approval and review
- institutional recognition and review of recognition
- validation and review of validation
- any reciprocal approval processes as set out in the legal and regulatory framework of the other party

#### **E1.9.6 Process**

The University's processes for establishing and maintaining dual and joint awards will be informed by University guidance. These processes will ensure that:

- the reputation of the University is upheld
- the resources of the University are applied effectively
- the academic quality and standards of the University are maintained
- reciprocal processes, where relevant, are carried out in full
- the quality of the student experience is maximised

#### **E1.9.7 Conduct**

The University is responsible for the conduct of the recognition process and the Faculty is responsible for the conduct of the processes academic approval and periodic review, operational approval and review and validation and review. All such events shall adhere to the University's requirements in respect of notification of planned approvals, as set out in Section B.

### **E1.9.8 Operational approval and review of operational approval of dual and joint awards**

The operational approval of a proposal for a dual or joint award will ascertain the following:

#### **(A) Quality of the learning experience**

The Faculty will ensure through a venue visit that the proposed location for delivery and access to the facilities and resources required for successful completion of the dual or joint award are and remain to be satisfactory in relation to the quality of the learning experience. The collaborating body may also wish to undertake a similar visit to the University's campuses, in accordance with its own procedures

#### **(B) Quality assurance**

That appropriate arrangements are and remain in place to enable quality assurance, control and enhancement mechanisms to be effective.

#### **(C) Student support**

The Faculty will identify the appropriate level and type of support for students who are studying remotely from the main campuses of the University.

#### **(D) Written agreement**

That appropriate written agreements will be in place which specify clearly the mutual arrangements agreed in respect of the dual or joint award.

### **E.1.9.9 Operational approval report**

The requirements set out above in respect of operational approval shall be presented in a report to an appropriate committee within the Faculty in the first instance and then to the University Academic Board, or an appropriate standing committee thereof. The University shall make the decision as to whether approval may be granted in respect of the development of a dual or joint award.

### **E1.9.10 Duration of dual and joint awards**

The period of approval and validation of dual and joint awards will usually be aligned to the University's academic cycle. An approved and validated dual or joint award will be subject to periodic review and review of validation within a period of 5 years of commencement of that period. The duration of operational approval shall be as deemed to be suitable by the

University Academic Board, or an appropriate standing committee thereof.

### **E1.9.11 Requirement for review of operational approval of dual and joint awards**

All dual and joint awards shall be subject to periodic review of their operational approval within a period deemed by the University to be suitable.

### **E1.9.12 Purpose of review of operational approval of dual and joint awards**

The purpose of reviewing the operational approval of dual and joint awards is to assure the University that the provisions set out in Section E1.9.8 remain valid and effective. It is expected that the review will include a visit to the collaborating body's premises and a subsequent venue visit report.

## **E1.10 Written agreements**

### **E1.10.1 Legal agreement**

The mutual arrangements specific to all partnerships and collaborative provision as described in these regulations as agreed between the University and the partner or collaborating body will be specified clearly in a legally binding written agreement. Agreement templates shall be available as set out in Section E1.1.5.

### **E1.10.2 Content**

The written agreement must, as a minimum, cover the following:

- aspects of the partnership or collaborative provision concerned with the relationship between the University and the external institution
- aspects of the partnership or collaborative provision concerned with the Scheme(s) or Course(s), where applicable
- arrangements to ensure that the academic standards of any validated Scheme(s) or Course(s) are equivalent to those of comparable Schemes and Courses delivered solely by the University
- arrangements to ensure that the quality of the learning experience offered by the recognised institution is equivalent to that offered by the University for comparable Schemes and Courses, where applicable

- arrangements to ensure that the monitoring, review and enhancement activity is conducted in accordance with University regulations
- arrangements in the event of early termination or arbitration to include:
- provisions to enable the University to suspend or withdraw from the agreement if the other party fails to fulfil its obligations
- residual obligations to students, where applicable
- the responsibilities of each party in respect of quality assurance and academic standards, with reference to any applicable external reference points
- a defined commencement and termination date which clearly set out the duration of the agreement
- arrangement in respect of payments between the parties, where applicable
- the law under which the agreement is governed, in addition to the judiciary system which will hear and determine any suit, action or proceedings, and to settle any disputes, which may arise out of or in connection with that agreement.
- arrangements for flow of information and deliberative and executive reporting structures, where applicable
- arrangements to ensure the accuracy of public information relating to the Scheme(s) or Course(s) offered as part of the collaborative provision, where applicable;
- arrangements for review and possible renewal of the agreement

### **E1.10.3 Due diligence**

All proposed written agreements must be accompanied by appropriate due diligence documentation, as advised by University guidance, in order to be signed by an appropriate University signatory. This requirement applies to both new and existent partners of the University.

## **E.2 ACCREDITATION OF PROVISION DELIVERED AT OTHER INSTITUTIONS**

### **PRINCIPLES**

#### **Accreditation of other institutions**

The University has established the principle that it may wish to accredit provision delivered at other institutions.

#### **Assurance of standards**

The University is responsible for the academic standard of all credit and awards granted in its name.

#### **Mapping of curriculum**

The University shall be satisfied that any provision to be accredited maps satisfactorily to any antecedent, concurrent or subsequent University Scheme or Course that leads to credit of or an award of the University.

### **REGULATIONS**

#### **E2.1 Assurance of standards**

The University is responsible for the academic standard of all credit and awards granted in its name. These standards should meet any applicable external requirements.

#### **E2.2 Accreditation of provision delivered at other institutions: definition**

The University may accredit provision delivered by an educational, commercial or professional body that has established a relationship with the University. The institution offers a Scheme or Course which may then carry accreditation for credit of or an award of the University. In such a relationship, the University is the awarding body for Schemes and Courses granted in its name. Such a body shall be known as an accredited institution and this body is responsible for:

- the final approval of all Schemes and Courses granted in its own name;
- the academic standards and quality of all Schemes and Courses granted in its own name.

#### **E2.3 Accreditation of provision delivered at other institutions: general provisions**

The regulations set out in Section E1.1 in respect of partnerships and collaborative provision shall apply, in addition to those set out in Section B10 in respect of accreditation of learning external to the University.

#### **E2.4 Remit of accredited institutions**

Accredited institutions have full responsibility and authority for:

- the academic approval of Schemes or Courses which lead to its own awards
- the modification of Schemes or Courses which lead to its own awards
- quality assurance of such Schemes or Courses
- the maintenance of academic standards of such Schemes or Courses

#### **E2.5 Mapping of the curriculum**

The University is responsible for ensuring that the content of the Scheme or Course to be accredited maps satisfactorily to any antecedent, concurrent or subsequent University Scheme or Course that leads to credit of or an award of the University.

#### **E2.6 Process**

The process of accreditation is that as defined in Section B10 of the regulations.

## **E.3 FLEXIBLE AND DISTRIBUTED LEARNING**

### **PRINCIPLES**

#### **Assurance of standards**

The University is responsible for the academic standard of all awards granted in its name.

#### **Quality of the learning experience**

The quality of the learning experience must be appropriate to the achievement of the learning outcomes for the award.

#### **Strategic planning approval**

The approval of programmes of study delivered by FDL is subject to prior strategic planning approval. All proposals shall be consistent with University policy.

#### **Academic approval and periodic review**

All Schemes or Courses delivered by FDL are subject to academic approval and periodic review.

#### **Access and equal opportunities**

All Schemes and Courses delivered by FDL will meet the same requirements for access and equal opportunities as for Schemes or Courses delivered at the University.

### **Public information**

The University shall make appropriate information available to students on FDL provision in accordance with external requirements.

### **Conferment of award**

The University requires that all FDL provision leading to an award of the University must satisfy the University's normal requirements for the conferment of an award.

### **Maintenance of academic standards and quality**

To ensure academic standards and quality, all Schemes or Courses delivered by FDL shall be subject to both annual and periodic review. To ensure academic standards, all proposed modifications to Schemes or Courses will be subject to approval in the same way as modification to Schemes or Courses delivered at the University.

### **E3.1 Flexible and distributed learning: general provisions**

#### **E3.1.1 Assurance of standards**

The University is responsible for the academic standard of all awards granted in its name. These standards should meet any applicable external requirements.

#### **E3.1.2 Quality of the learning experience**

The University is responsible for ensuring that any FDL provision provides a learning experience equivalent to that of comparable Schemes and Courses delivered at the University.

#### **E3.1.3 Guidance documentation**

The University shall set out the requirements and processes in respect of FDL through a series of guidance documents available through the Registrar and Secretary's Office.

#### **E3.1.4 Flexible and distributed learning: definition**

The University may offer Schemes or Course delivered by FDL. FDL is educational provision leading to an award, or to specific credit toward an award, of the University delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations. Further definitions in respect of FDL shall be as set out in guidance documentation.

### **E3.1.5 Professional and statutory regulatory bodies**

The University shall notify any professional and statutory regulatory body, which has accredited, approved or recognised a Scheme or Course that it will be offered as FDL provision. Prospective students shall also be notified of the status of the Scheme or Course in relation to the professional and statutory regulatory body.

### **E3.1.6 Flexible and distributed learning offered through collaborative provision**

The University will in principle permit a collaborating body to develop FDL provision of its own and this shall be subject to the provisions of section E1.

### **E3.1.7 Assessment**

The University requires that all FDL provision leading to an award of the University is subject to arrangements for assessment in accordance with the University regulations.

### **E3.1.8 Public information**

The University shall make appropriate information on FDL provision available to students and the wider public in accordance with external requirements.

### **E3.1.9 External examiners and advisers**

The arrangements in respect of external examiners and advisers for FDL provision shall comply with the University's requirements as set out in Section C. The University shall offer the same level of support and developmental opportunities to external examiners and advisers on FDL provision as for awards offered at the University.

### **E3.1.10 Conferment of award**

The University requires that all FDL provision leading to an award of the University must satisfy the University's normal requirements for the conferment of an award,

### **E3.1.11 Certificate of award**

The University has sole authority to produce certificates of award for programmes of study delivered through FDL provision. The certificate of award will not normally vary in format or content from any other award of the University.

### **E3.1.12 Strategic planning approval**

At an early stage strategic planning approval for FDL provision must be sought in accordance with University procedures.

### **E3.1.13 Use of agents in FDL provision: conflict of interest**

The University will take all reasonable steps to satisfy itself that the interests of any agent used to broker or facilitate FDL provision will not conflict with:

- those of the University;
- those of the students recruited to join the programmes of study provided under the FDL provision.

### **E3.1.14 Use of agents in FDL provision: conflict of interest: due diligence**

Prior to entering into an agreement with an agent used to broker or facilitate FDL provision, the University will investigate fully the following:

- the reputation and suitability of the proposed agent
- the financial standing of the proposed agent
- the experience and understanding of UK higher education of the proposed agent.

### **E3.1.15 Legal agreements with agents**

The University requires that any agreement or contract with an agent used to broker or facilitate FDL provision will be in writing and legally binding. Agreements will specify the following:

- the role, responsibilities and delegated power (if any) of the agent
- provisions for monitoring, arbitration and termination
- financial arrangements
- the legal jurisdiction under which any disputes would be resolved
- arrangements for review and possible renewal of the agreement

Further specification of contractual requirements will be informed by University guidance.

## **E3.2 Approval and periodic review of flexible and distributed learning provision**

### **E3.2.1 Approval**

Any proposal for delivery of Schemes or Courses by FDL is subject to:

- strategic planning approval

- academic approval and periodic review

### **E3.2.2 Process**

The process of approval and periodic review will be subject to the provisions of Section B and will be informed by University guidance. This process must include consideration as to whether the staffing body is appropriately qualified and able to deliver the Scheme or Course to the standard of the award.

### **E3.2.3 Conduct**

The Faculty is responsible for the conduct of the approval and periodic process in accordance with the provisions of Section B.

### **E3.2.4 Requirements for the approval (and periodic review) of FDL provision**

The approval process will ascertain the following (over and above those requirements as set out in Section B2.1.8):

#### **(A) Method of delivery**

That the University can be assured as to the robustness of the method and system of delivery and that alternative methods and systems of delivery would be made available to students should the primary method fail.

#### **(B) Availability of electronic resources**

That the University can be assured of the fitness for purpose, security and reliability of any mechanisms for electronic delivery of provision and that there is appropriate availability and life expectancy of this resource.

#### **(C) Study materials**

That the distinct study materials for FDL provision meet any applicable internal and external expectations.

#### **(D) Support for students**

That the staffing body is appropriately qualified and able to deliver the required level of support to students who are studying remotely from the main campuses of the University and that the level of support required is equivalent to that on Schemes or Courses delivered at the University.

#### **(E) Aims and learning outcomes**

That the aims and intended learning outcomes of FDL provision are reviewed periodically for their continuing validity and relevance, making appropriate reference to any applicable internal or external requirements.

### **E3.2.5 Provisions for the admission of students**

The University shall ensure that the arrangements for the admission of students onto FDL provision are subject to the provisions of Section B.

### **E3.2.6 Information to applicants**

In addition to the requirements as set out in Section B9.2, prospective students shall require a clear and realistic explanation of the expectations placed upon them for the study of FDL provision and for the nature and extent of autonomous, collaborative and supported aspects of learning.

### **E3.3 Monitoring, review, enhancement and modification of flexible and distributed learning provision**

#### **E3.3.1 Requirement for monitoring and review**

All Schemes and Courses delivered by FDL are subject to monitoring, review and enhancement activity in accordance with University regulations.

#### **E3.3.2 Annual report**

All Schemes and Courses delivered by FDL will report annually to the University on the conduct of each of the Schemes and Courses during the previous year. These reports feed into the annual monitoring and review cycle for each course.

#### **E3.3.3 Outcomes**

The outcomes of all monitoring, review and enhancement activity will be considered by the University's deliberative structure as appropriate.

The outcomes of all monitoring, review and enhancement activity will inform the process of periodic review.

#### **E.3.3.4 Purpose**

All monitoring, review and enhancement activity regarding Schemes and Courses delivered by FDL will ensure that their academic standards and quality are equivalent to those of comparable Schemes and Courses delivered at the University.

### **E3.4 Information for students**

#### **E3.4.1 Course information**

Students shall be provided with appropriate information relevant to their Scheme or Course, delivered by FDL, as set out in University guidance.

#### **E3.4.2 Assessment**

Students shall be provided with information relating to assessment and feedback in line with the provisions as set out in Section C.

#### **E3.4.3 Receipt of assessed work**

The University shall ensure that there are appropriate and adequate mechanisms in place for the safe and secure receipt of assessed work from students, including attribution of work to the correct student, on FDL provision, over and above the requirements of Section C.